

# WDE602 – WISE School District Staff Member Collection

WISE Data Collection  
Submission Training

Presented on September 13, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •  
<http://edu.wyoming.gov/>



# Agenda

- ▶ Overview of the Data Collection
- ▶ What's New in the WDE602?
- ▶ WDE602 Reference Materials
  - Reportable Combinations
  - WDE602 Data Elements
  - WDE602 Guidebook
  - CIP Codes
  - OPE ID Codes

# Agenda cont.

- ▶ Guidance for Reporting the WDE602
- ▶ Frequently Asked Questions
- ▶ Data Submission/State Report Manager
- ▶ Contact Information
- ▶ Questions and Answers
- ▶ Feedback

# Overview of Data Collection

WDE602

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# WDE602 Data Files

- ▶ WDE602 is Collected through the State Report Manager.
- ▶ WDE602 Has Six Required Files:
  - Salary Schedule Header
  - Salary Schedule
  - Employment
  - Assignment
  - Experience
  - Education

# Overview of WDE602

- ▶ The WDE602 is a collection for staff member demographics and employment status. It has identical elements to the Spring WDE652.
- ▶ Where the WDE602 collects employment details as of an October 1<sup>st</sup> snapshot, or duties employees are contracted or planned to work during the full school year. The WDE652 collects what actually occurs within a district during the school year.

# Overview of the WDE602

Why is the WDE602 so Important?

- ▶ Accurate calculation of FTE is used in administering the funding model and assignment information is used in administering staff endorsement and highly qualified status determinations.

# WDE602 Authority:

- ▶ At the federal level, the number of Highly Qualified Teachers is an indicator for the No Child Left Behind (NCLB) Legislation.



# WDE602 Authority

- ▶ At the state level, staffing data are used to complete the funding model as specified in Wyoming State Laws:
- ▶ W.S. 21-2-203.
- ▶ W.S. 21-3-110(a)(ii)(A)
- ▶ W.S. 21-13-309
- ▶ W.S. 21-7-303
- ▶ W.S. 21-2-20(c)(ii)
- ▶ House Enrolled Act 23
- ▶ Section 334 of House Enrolled Act 46

# Important Dates

- ▶ Collection window opens
  - October 1, 2011
- ▶ Collection due date
  - October 27, 2011

# What's New in the WDE602?

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# What's new in the WDE602?

- ▶ The Employment File element formerly called BaseSalary has been renamed RegularSalary

# What's new in the WDE602?

- ▶ A field named TotalExtraSalary has been added to the Employment File
- ▶ This field is calculated by the WDE after the files are submitted in the SRM and will be used in the validation process.

# What's new in the WDE602?

- ▶ Element called FundingType added to the Assignment File
- ▶ Districts will be required to report whether an assignment is funded by F(Federal Funds) S(State General Funds) or O(Other Funds)

# What's new in the WDE602?

- ▶ RegularOrExtraSalary element added to the Assignment File
- ▶ Districts will be required to report whether an assignment is
  - R – Regular Salary
  - E – Extra Salary

# What's new in the WDE602?

- ▶ A new field called AssignmentSalary will replace the former Assignment File fields called Salary and ExtraSalary.
- ▶ Because districts now report whether an assignment is R (Regular Salary) or E (Extra Salary) there is only a need for one field (AssignmentSalary).



# What's new in the WDE602?

- ▶ Assignment Salary will be populated after submission in the SRM for the regular salary assignments of all persons who have only one experience group code
- ▶ Districts will be required to provide this field for ALL extra salary assignments and for the regular salary assignment salaries of all persons with more than one experience group code

# What's new in the WDE602?

- ▶ **Scenario #1: All regular salary assignments for an employee are in the same SalaryReportingGroup**

Assignment Code	Correlating Experience Group (See Reportable Combination Handout)	Funding Type	RegularOrExtra Salary	Assignment Salary
MTH	TCH	S	R	Calculated by WDE
CIM	TCH	F	R	Calculated by WDE
CFB		S	E	District Provides
MTH		S	E	District Provides

Note: Extra Salary assignments do not require an Experience Group Type.

# What's new in the WDE602?

- **Scenario #2: All regular salary assignments for an employee are NOT in the same SalaryReportingGroup**

Assignment Code	Correlating Experience Group (See Reportable Combination Handout)	Funding Type	RegularOrExtra Salary	Assignment Salary
ELO	TCH	S	R	District Provides
APR	PRI	S	R	District Provides
CIE	TCH	F	R	District Provides
BDR		S	E	District Provides

# What's new in the WDE602?

- ▶ Review of the 2010 WDE602 Data revealed that less than two percent of district staff has regular salary assignments in more than one experience group.

# What's new in the WDE602?

- ▶ A Field called ExtraSalaryReasonCode has been added to the Assignment File.
- ▶ Districts will be required to provide a extra salary reason code for all assignments with E in the RegularOrExtraSalaryField

# What's New in the WDE602?

- ▶ The SAD (Salary Adjustment Code) has been eliminated. Districts will be required to differentiate whether an extra salary assignment is associated with a) EXTRA DUTY or b) EXTRA PAY

# What's New in the WDE602?

- ▶ Examples of EXTRA DUTY extra salary assignments would be:
  - Coaching
  - Teaching an extra course during prep hour
  - Bus Driving
  - Head Teacher Duties
  - Day Care Attendant

# What's New in the WDE602?

- ▶ All EXTRA DUTY extra salary assignments will be reported with the assignment code associated with the extra duty. For example:
  - Football Coach – CFB
  - Teaching an Extra Math Class – MTH
  - Bus Driving – BDR
  - Head Teacher Duties – HTC
  - Day Care Attendant – DYA



# What's new in the WDE602?

- ▶ **ALL EXTRA DUTY** extra salary assignment codes will have an extra salary reason code of **XD**
- ▶ **XD – Extra Duty**

Note: Do not report pay associated with summer school. This is done on the WDE537 Bridges – Summary of Summer Programs Report

# What's New in the WDE602?

- ▶ All EXTRA PAY extra salary assignments will be reported with the assignment code EPY
- ▶ EPY – Additional Pay

# What's New in the WDE602?

- ▶ Extra Salary Reason Codes associated with the EPY (Additional Pay) Assignment:
  - NB – National Board Certified Teacher (NBCT) pay
  - ON – Other National Certification pay (national board related pay for an employee type, excluding NBCT pay)
  - RI – Rural Inconvenience (Isolation) Pay or Fuel Stipend
  - EA – Equipment Allowance (Car, Phone, Tools etc)
  - SO – Sign On Bonus

# What's New in the WDE602?

- ▶ Extra Salary Reason Codes associated with the EPY (Additional Pay) Assignment cont.:
  - HA – Housing Allowance
  - LG – Retention Bonus/Longevity Pay
  - MY – Mid-Year Salary Schedule Step Increase
  - DP – Differential Pay (working condition related e.g. overnight shift, hazard pay)
  - TE – Education Incentive
  - YH – Holiday/ Year End Bonus
  - AS – Additional Pay for Individual Who No longer Fits on the Salary Schedule

# What's New in the WDE602?

- ▶ Extra Salary Reason Codes associated with the EPY (Additional Pay) Assignment cont.:
  - PF – Performance Bonus.

NOTE: Do not report additional pay for unused annual or sick leave.

# What's new in the WDE602?

- ▶ Assignments that can only be reported as Extra Salary and subsequently have no Experience Group Codes:
  - EPY – Additional Pay
  - ADV – Advisor/Sponsor
    - To Be used for Activities During Non Instructional Hours
  - DYA – Daycare Attendant
  - HTC – Head Teacher
  - ATR – Athletic Trainer
  - LGD – Lifeguard
  - All Coaching/Assistant Coaching Assignments

# What's New in the WDE602?

- ▶ Elements Eliminated from the Education File:
  - Praxis II Test City Administered (for tests 1 – 4)
  - Praxis II Test Country Administered (for tests 1 – 4)

# What's new in the WDE602?

- ▶ Last year a StaffEmail element was added to the Employment File.
- ▶ A Business Rule has been added requiring the email for all certified staff excluding coaches.
- ▶ Please do not report personal email addresses.



# WDE602

# Reference Materials

Presented on September 13, 2011

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# WDE602 Reference Materials

- ▶ All reference materials for the WDE602 can be located on the right side of the WISE (Wyoming Integrated Statewide Education) web site home page, under the Fall 2011 header.
- ▶ <http://portals.edu.wyoming.gob/wise/>

# WDE602 Reference Materials

- ▶ They include:
  - Reportable Combinations
  - WDE602 Data Elements
  - WDE602 Guidebook
  - CIP Codes
  - OPE ID Codes

# WDE602 Reference Materials

The screenshot shows a Windows Internet Explorer browser window displaying the WISE website. The address bar shows <http://portals.edu.wyoming.gov/wise/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and search. The website's header features the WISE logo with the text "Wyoming Integrated Statewide Education". Below the logo is a navigation bar with links: Home, WISE Project, FAQ, Contacts, Library, and Links. The main content area is divided into several sections. On the left, there is a "Wyoming Transcript Center" section with links to "WTC User Guide", "WTC Resources", and "SRM Guidebook". The central section contains a welcome message and a detailed description of the WISE system. On the right, there is a "News and Information" section with links to "WDE663 Announcement", "WDE684 Announcement", and "WDE950 Announcement". Below this, there is a "Student Legal Names Training" section with a link to "Student Legal Name Guidebook". The bottom right section lists "Fall 2011" and "Spring 2011" training materials, including links to "WDE 427 Data Elements and Rules", "WDE 427 Training Slides", "WDE 600 Data Elements", "WDE 600 Guide Book", and "WDE 600 Training Slides". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

<http://portals.edu.wyoming.gov/wise/> - Windows Internet Explorer

File Edit View Favorites Tools Help

Convert Select

Google Search More >>

Sign In

<http://portals.edu.wyoming.gov/wise/>

Home WISE Project FAQ Contacts Library Links

**WISE**  
Wyoming Integrated Statewide Education

**News and Information**

[WDE663 Announcement](#)  
[WDE684 Announcement](#)  
[WDE950 Announcement](#)

[WTC User Guide](#)  
[WTC Resources](#)  
[SRM Guidebook](#)

Welcome to the Wyoming Integrated Statewide Education (WISE) Data System. A successful education system is made up of many tools; data management is just one of them. The collection of data is important to everyone; parents, teachers, and administrators. The driving factor behind all data collection is the concept of Data Driven Decision Making (D3M) - the data are collected and analyzed, reports are produced, and decisions are made based on the accuracy of the data. WISE is the component sanctioned by the Wyoming Legislature, through the Wyoming Department of Education to acquire, store, organize, and report education data.

The goal of WISE is to collect, certify, and transform school district data into standardized data sets. WISE is not a product, nor is it an attempt to control school district Information Technology. WISE is a system that connects existing software systems and databases within local school districts throughout Wyoming. Disparate and proprietary data sources can co-exist and share information. WISE allows individual school districts to choose the software that best fits their needs. The WISE Data System is an initiative that has changed how WDE collects data from districts and schools. The national data standards provided by Schools Interoperability Framework (SIF) Association have generated compatibility, consistency and comparability of the data. SIF specifications are distinctively designed for P-12 technology providers and educators. The SIF Association is a Non-Profit (501c3) governed by a board of directors, committees, and task forces. All 48 school districts in Wyoming are members of the SIF Association. Wyoming is considered to have the leading education information system in the United States because of statewide incorporation of SIF data standards.

The burden to districts and schools associated with data collection and management is significantly reduced by using WISE. The biggest benefit, however, is the ability to efficiently share data.

[Student Legal Names Training](#)  
[Student Legal Name Guidebook](#)

**Fall 2011**

[WDE602 Data Elements](#)  
[WDE602 Guidebook](#)  
[Reportable Combinations](#)  
[CIP Codes](#)  
[OPE ID Codes](#)  
[WDE684 Data Elements](#)  
[WDE684 Guide Book](#)

**Spring 2011**

[WDE 427 Data Elements and Rules](#)  
[WDE 427 Training Slides](#)  
[WDE600 Data Elements](#)  
[WDE600 Guide Book](#)  
[WDE600 Training Slides](#)

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# Reportable Combinations

2011-08-26 Reportable Combinations.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

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## WDE602/652 Reportable Combinations: Assignment / Teacher Type / License Type / Experience - Version 8/26/2011

Assignment Code	Assignment Name	Teacher Type TR=of-Record NT=Not-of-record	License Type	Experience Group Code	Experience Group Description	Reporting Type Allowed T=Time/Contract H=Hourly A=Additional Only	Reporting Organization Level Allowed D=District S=School	Education File Required T=True
Gray - denotes full definition available		Teacher Type note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit						
Red - Positions defined by SCED Codes by Career Cluster								
<b>Administration</b>								
<b>District Leadership</b>								
SUP	Superintendent			SUP	Superintendent/Assistant Superintendent	T	D	
ASU	Assistant Superintendent			SUP	Superintendent/Assistant Superintendent	T	D	
<b>District Central Office Staff</b>								
CSP	Central Office Staff - Professional			PNC	Professional Staff - Non-Certified/Licensed	T	D	
CSC	Central Office Staff - Classified			CLK	Secretary/Clerical	H	D	
SCC	Central Office Secretary/Clerical			CLK	Secretary/Clerical	H	D	
<b>Business Office Staff</b>								
BMG	Business Manager			BMG	Business Manager	T	D	
BSP	Business Office Staff - Professional			PNC	Professional Staff - Non-Certified/Licensed	T	D	
BSC	Business Office Staff - Classified			CLK	Secretary/Clerical	H	D	
BSS	Business Office Secretary/Clerical			CLK	Secretary/Clerical	H	D	
BRD	Board of Trustees Support Staff			CLK	Secretary/Clerical	H	D	
<b>Personnel / H.R. Staff</b>								
PDR	Personnel / H.R. Director			DAN	Director or Assistant Director - Non-Certified/Licensed	T	D	
PHT	Professional Development Coordinator or Trainer			PNC	Professional Staff - Non-Certified/Licensed	T	D	
PHP	Personnel / H.R. Support Staff - Professional			PNC	Professional Staff - Non-Certified/Licensed	T	D	
PHC	Personnel / H.R. Support Staff - Classified			CLK	Secretary/Clerical	H	D	
<b>Computer / Technology Services Staff</b>								
COM	Computer/Technology Coordinator or Director			DAN	Director or Assistant Director - Non-Certified/Licensed	T	D	
CNT	Computer/Network, Library-Media Technician			CNT	Computer/Network Technician	H	D, S	
<b>Food Services Staff</b>								
FDR	Food Service Director			DAN	Director or Assistant Director - Non-Certified/Licensed	T	D	
FHC	Food Service Manager/Head Cook			DAN	Director or Assistant Director - Non-Certified/Licensed	H	S	
NSC	Nutrition Services Coordinator			PNC	Professional Staff - Non-Certified/Licensed	H	D, S	
FDS	Cooks and Servers			STV	Student Services - Non-Certified/Licensed	H	S	
<b>Operations and Maintenance Office and Services Staff</b>								
OPS	Operation and Maintenance Director / Assistant Director			DAN	Director or Assistant Director - Non-Certified/Licensed	T	D	
OHG	Operation and Maintenance Head Groundskeeper			OPM	Operation and Maintenance Staff	H	D, S	
OPC	Operation and Maintenance Custodian			OPM	Operation and Maintenance Staff	H	D, S	
OPG	Operation and Maintenance Groundskeeper			OPM	Operation and Maintenance Staff	H	D, S	
OPH	Operation and Maintenance Head Custodian			OPM	Operation and Maintenance Staff	H	D, S	
OPM	Operation and Maintenance Staff			OPM	Operation and Maintenance Staff	H	D, S	
NCM	New Construction Manager			PNC	Professional Staff - Non-Certified/Licensed	T	D	
FCR	Facilities Coordinator			PNC	Professional Staff - Non-Certified/Licensed	H	D, S	

Page 1 of 10

# Reportable Combinations

- ▶ Changes to the Reportable Combinations hand out:
  - Some Assignment Codes were Eliminated
  - Some New Assignment Codes were Created
  - Experience Group Codes For Extra Salary Assignments were removed
  - A Reporting Type Column was added
  - Assignment Definitions were added in Appendix D of the Guidebook for all assignments highlighted in gray
  - Vocational Education Courses were renamed and aligned with the Career and Tech Ed Career Clusters

# Reportable Combinations

- **Examples of Eliminated Assignment Codes**
  - SAD – Salary Adjustment
  - DIR – Director – Supervisory
  - DIN – Director/Assistant Director – Non Supervisory
  - TUH – Tutor Classified
  - BLA – Bilingual Aide
  - CPS – Computer Science
  - XSD – Special Education – Secondary Grades
  - BIL – Bilingual Education
  - INT – Interpreter
  - ECE – Early Child Ed/K – 3
  - EBC – Early Childhood Pre–birth – Age 8

# Reportable Combinations

- ▶ Examples of New Assignment Codes:
  - EPY – Additional Pay
  - DNS – Dean of Students
  - SCM – Middle Science (any science grades 5 – 8)
    - Must have Middle Science Endorsement)
  - ATR – Athletic Trainer
  - XXD – Special Education Teacher – Deaf/Hard of Hearing
  - Professional level
    - CSP – Central Office Staff – Professional



# Reportable Combinations

- ▶ Scheduled Phone Conferences to assist with new assignment codes:

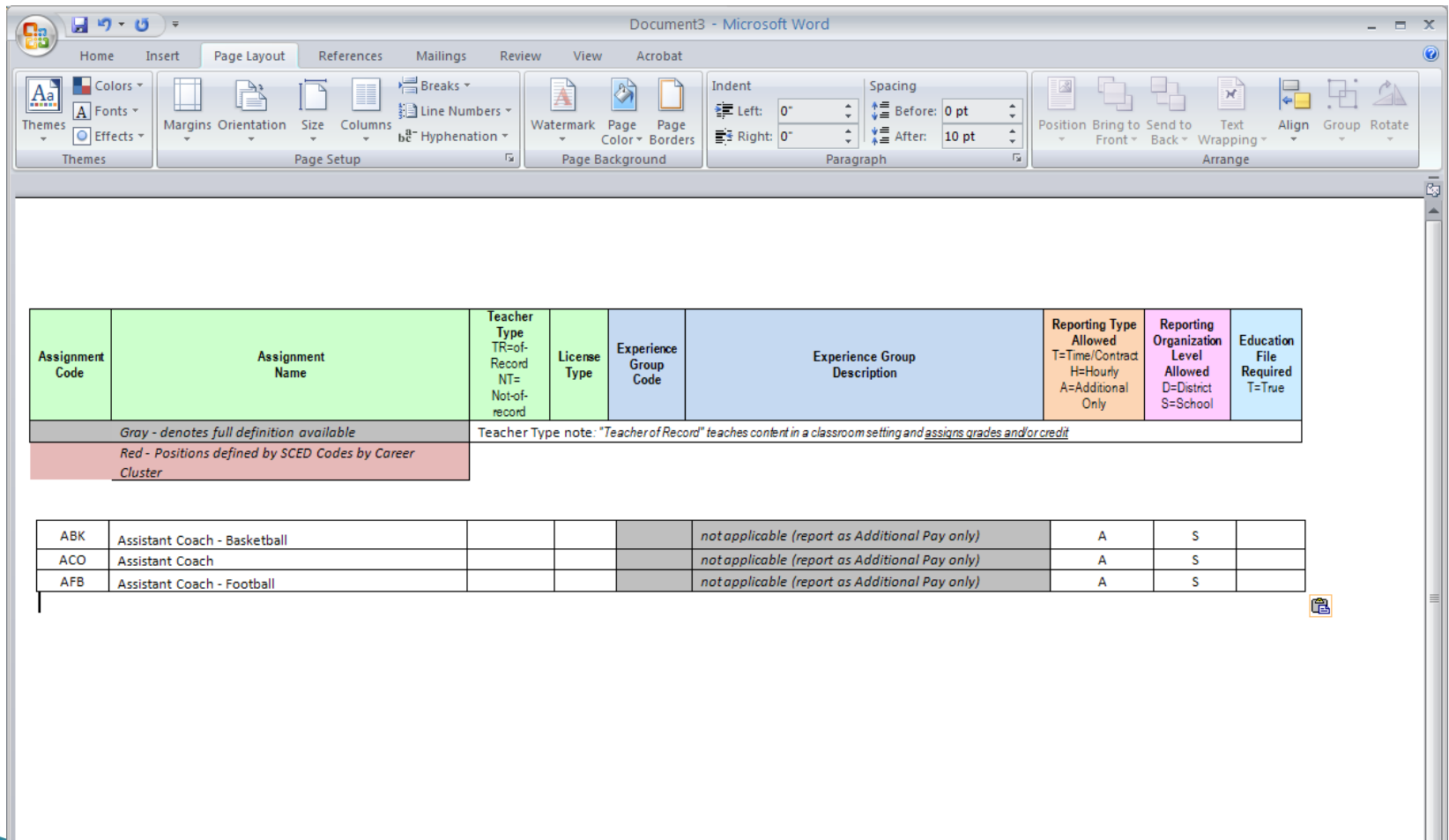
- 218-486-1611 Code: 6020#

- |                  |                 |
|------------------|-----------------|
| • 9/19 – 10 a.m. | 10/20 – 10 a.m. |
| • 9/21 – 3 p.m.  | 10/21 – 9 a.m.  |
| • 9/23 – 9 a.m.  | 10/24 – 4 p.m.  |
| • 9/27 – 4 p.m.  | 10/25 – 9 a.m.  |
| • 9/29 – 4 p.m.  | 10/26 – 1 p.m.  |
| • 10/6 – 9 a.m.  | 10/27 – 10 a.m. |
| • 10/11 – 1 p.m. |                 |

# Reportable Combinations

- ▶ Experience Group Codes no longer required for Extra Salary Assignments

# Reportable Combinations



# Reportable Combinations

- ▶ A Reporting Type Column has been added
  - T = Time/Contract Days
  - H = Annual and Holiday Hours
  - A – Extra Salary Assignment

# Reportable Combinations

2011-08-26 Reportable Combinations.xlsx - Microsoft Excel

Assignment Code	Assignment Name	Teacher Type TR=of-Record NT=Not-of-record	License Type	Experience Group Code	Experience Group Description	Reporting Type Allowed T=Time/Contract H=Hourly A=Additional Only	Reporting Organization Level Allowed D=District S=School	Education File Required T=True
Gray - denotes full definition available		Teacher Type note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit						
Red - Positions defined by SCED Codes by Career Cluster								
<b>Administration</b>								
<b>District Leadership</b>								
SUP	Superintendent			SUP	Superintendent/Assistant Superintendent	T	D	
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<b>Food Services Staff</b>								
FDR	Food Service Director			DAN	Director or Assistant Director - Non-Certified/Licensed	T	D	
FHC	Food Service Manager/Head Cook			DAN	Director or Assistant Director - Non-Certified/Licensed	H	S	
NSC	Nutrition Services Coordinator			PNC	Professional Staff - Non-Certified/Licensed	H	D, S	
FDS	Cooks and Servers			STV	Student Services - Non-Certified/Licensed	H	S	
<b>Operations and Maintenance Office and Services Staff</b>								
OPS	Operation and Maintenance Director / Assistant Director			DAN	Director or Assistant Director - Non-Certified/Licensed	T	D	
OHG	Operation and Maintenance Head Groundskeeper			OPM	Operation and Maintenance Staff	H	D, S	
OPC	Operation and Maintenance Custodian			OPM	Operation and Maintenance Staff	H	D, S	

# Reportable Combinations

Document4 - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

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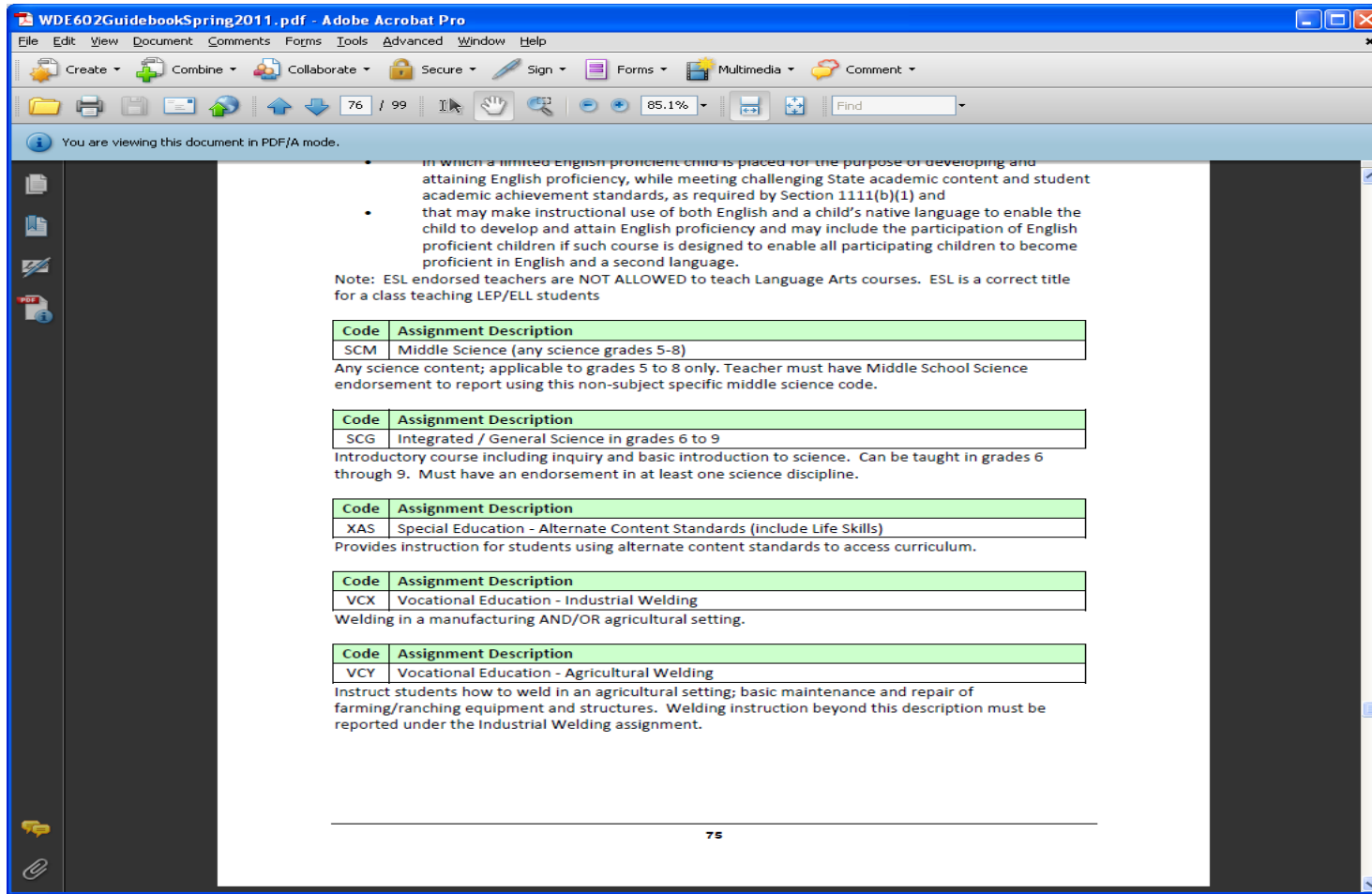
Find Replace Select

Assignment Code	Assignment Name	Teacher Type TR=of-Record NT= Not-of-record	License Type	Experience Group Code
	Gray - denotes full definition available	Teacher Type note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit		
	Red - Positions defined by SCED Codes by Career Cluster			
XYN	Special Education - Core and/or Non-Core Subjects - Teacher NOT of Record (only)	NT		TCH
XAR	Special Education - Arts	TR		TCH
XAS	Special Education - Alternate Content Standards (include Life Skills)	TR		TCH
HME	Vocational Education - Family Consumer Science (Home Economics)	TR, NT		TCH
VCA	Vocational Education - Agriculture and Natural Resources	TR, NT		TCH

Assignment codes highlighted in gray have descriptions in Appendix D of the WDE602 Guidebook

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# WDE602 Guidebook – Appendix D



# Reportable Combinations

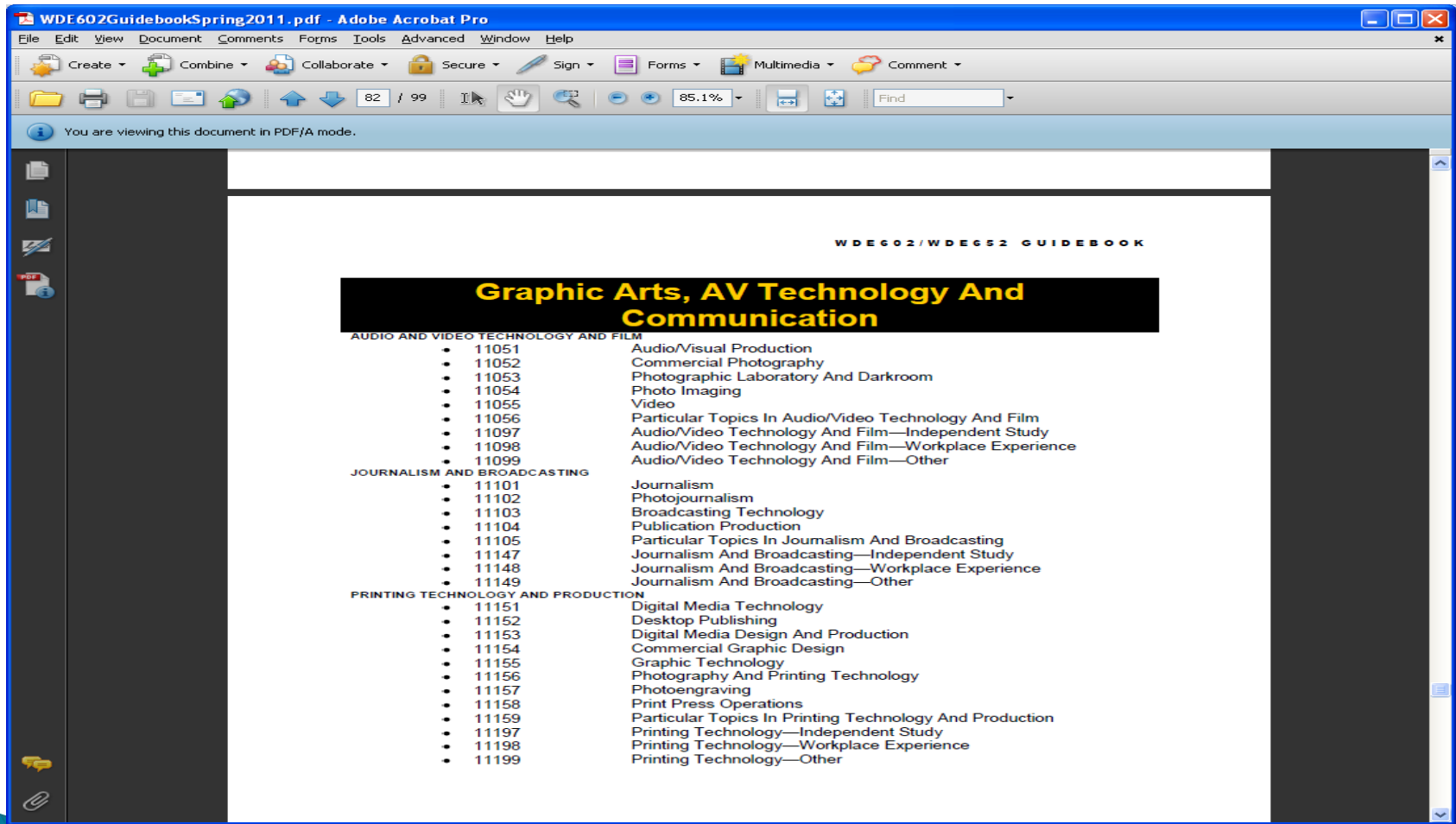
Document4 - Microsoft Word

Assignment Code	Assignment Name	Teacher Type TR=of-Record NT=Not-of-record	License Type	Experience Group Code
Gray - denotes full definition available		Teacher Type note: "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit		
Red - Positions defined by SCED Codes by Career Cluster				
XYN	Special Education - Core and/or Non-Core Subjects - Teacher NOT of Record (only)	NT		TCH
XAR	Special Education - Arts	TR		TCH
XAS	Special Education - Alternate Content Standards (include Life Skills)	TR		TCH
HME	Vocational Education - Family Consumer Science (Home Economics)	TR, NT		TCH
VCA	Vocational Education - Agriculture and Natural Resources	TR, NT		TCH

Assignments Highlighted in Red are aligned with the Career and Technical Education Career Clusters  
Each Assignment has a list of SCED codes that are associated with it.



# WDE602 Guidebook – Appendix E



# WDE602 Data Elements

- ▶ Lists the Data Elements for All Files In Order
- ▶ Provides Element or Header Names
- ▶ Provides Valid Values
- ▶ Element Definitions

# Four Element Types:

- REQUIRED ELEMENT
  - Data must be provided
- CONDITIONAL ELEMENT
  - Data should be provided, if required
- “CAN BE BLANK” ELEMENT
  - Data should be provided, if available
- CALCULATED ELEMENT
  - Districts will not supply any information
    - Element will be calculated after data are uploaded.
    - Element will be included on downloadable reports at that time.

# WDE602 Data Elements

WDE602-2011-DataElementsAndRules-v3.5.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

3 / 42 85.1% Find

You are viewing this document in PDF/A mode.

WDE602-2011-DataElementsAndRules-v3.5.xls Cover ESP

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier
2	StaffNamePrefix	0-8	Alpha and periods (can be blank)	An appellation used to denote rank, placement, or status i.e. Mr., Ms., Reverend, Sister, Dr., Colonel
3	StaffFirstName	1-15	Name characters	Staff member's first name
4	StaffMiddleName	0-15	Name characters (can be blank)	Staff member's middle name or initial
5	StaffLastName	1-25	Name characters	Staff member's last name
6	StaffNameSuffix	0-8	Alpha and periods (can be blank)	Generation indicator i.e. Sr., Jr., III or degrees earned i.e. Ph.D.
7	StaffFormerName	0-25	Name characters (can be blank)	Previous names this staff member may have used.
8	SeparationDate	0 or 8	YYYYMMDD (can be blank)	If a staff member is no longer employed by the district, a valid date during the current fiscal year (July 1 - October 1) must be entered.
9	StaffDateOfBirth	8	YYYYMMDD	Staff member's date of birth
10	StaffGender	1	M, F	Staff member's gender
28	AsianRace	1	Y, N	Is this staff member of the Asian Race?
29	BlackRace	1	Y, N	Is this staff member of the Black Race?
30	IndianRace	1	Y, N	Is this staff member of the American Indian/Alaskan Native Race?
31	PacificIslanderRace	1	Y, N	Is this staff member of the Native Hawaiian or Pacific Islander Race?
32	WhiteRace	1	Y, N	Is this staff member of the White Race?
33	HispanicEthnicity	1	Y, N	Is this staff member of the Hispanic or Latino Ethnicity?
12	HireDate	0 or 8	YYYYMMDD (can be blank)	New staff member hire date. Only report a hire date for those staff members hired during the current fiscal year (July 1 - October 1).
13	Degree	1	N, P, A, B, M, D	Highest level of degree earned by staff member N - None P - ParaHQ (Paraprofessional Highly Qualified without Associates Degree, No Child Left Behind - 1119 (c)) A - Associates B - Bachelors M - Masters D - Doctorate
14	LicenseType	0 or 3	Valid 3-letter assignment code representing the license type	The assignment code representing this license type. Refer to Appendix A of the Staffing Guidebook for the list of valid codes.
15	LicenseState	0 or 2	WY (Conditional)	State the license was issued
16	LicenseNumber	0-30	Valid license number (Conditional)	License number
18	LicenseExpirationDate	0 or 8	YYYYMMDD (Conditional)	Date License expires
34	StaffEmail	50	valid email address (can be blank)	Staff member's email address
19	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member

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# Notes on Calculated Elements

- ▶ Calculated elements in Employment file are:
  - **FTE** (Sum of Assignment FTE),  
**TotalExtraSalary** (Sum of all Extra Salary Assignments and **TotalSalary** (Sum of Regular Salary and all Extra Salaries))
- ▶ Elements are calculated after data are uploaded
- ▶ Elements are on downloadable reports in the SRM

Helpful  
Hint

# WDE602 Data Elements

- ▶ A complete list of Business Rules.
- ▶ These Business Rules are the used in the validation process in when data is submitted in the SRM.

# WDE602 Data Elements

WDE602-2011-DataElementsAndRules-v3.5.xls      Cover      ESP

WDE602 - Employment, Experience, Assignment, and Education Business Rules						
SRM	Data Element	Field #	Severity	Business Rule Description	Detailed Description	Summary Description
Rule #	File					
R4109	Experience	201, 211, 212	W	WISE StaffID, StaffFirstName, and StaffLastName must match the ID list maintained by WDE. Name comparisons are case insensitive and ignore the characters space, hyphen, apostrophe, and period.	The combination of WISEStaffID, StaffFirstName and StaffLastName does not match the list maintained by WDE. The record for the Staff ID is (ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).	StaffFirstName and StaffLastName do not match WISEStaff ID.
R4200	Employment	10	F	Code value must be either M or F (does not accept U).	StaffGender must be one of M or F.	StaffGender is not valid
R4201	Employment	34	W	Email address should be valid	Invalid email address	Invalid email address
R4202	Employment	13	F	Code value must be N, P, A, B, M, or D.	Degree must be one of N, P, A, B, M, or D.	Degree is not valid
R4203	Employment	14	F	Verify the LicenseType against valid license types maintained by WDE.	LicenseType does not match any of the known license types.	LicenseType is not valid
R4204	Employment	15	F	LicenseState must be WY	License must be issued in the State of Wyoming	LicenseState is not WY
R4205	Employment	22	F	Verify ScheduleID against the salary schedules for the district	This district did not submit a salary schedule in October 2007 that matches the staff member's ScheduleID.	ScheduleID does not refer to a valid salary schedule
R4206	Employment	22, 23	F	ColumnNumber must be a whole number within the range of column numbers on the district's submitted salary schedule	ColumnNumber must be a whole number between 1 and <max column number> (inclusive).	ColumnNumber is not valid for the this ScheduleID
R4207	Employment	22, 23, 24	F	RowNumber must be a whole number within the range of row numbers on the district's submitted salary schedule for the specified ColumnNumber.	RowNumber must be a whole number between 1 and <max row number> (inclusive).	RowNumber is not valid for this ScheduleID and ColumnNumber
R4208	Employment	25	F	Code value must be NA, EO, SC, ES, EC or FY	InsuranceOption must one of NA, EO, SC, ES, EC or FY.	InsuranceOption is not valid
R4209	Employment	27	W	Value must be between \$7,000 and \$210,000	Calculated TotalSalary should be between \$7,000 and \$210,000.	Calculated TotalSalary is not valid
R4210	Employment	26	F	Value must be between 0 and 1.00	Calculated FTE should be less than or equal to 1.00.	Calculated FTE is not valid
R4211	Employment	21, 26	F	RegularSalary must have a value greater than zero when the calculated FTE is greater than zero.	The staff member's calculated FTE is greater than 0, therefore RegularSalary must be greater than 0.	RegularSalary must be greater than 0
R4212	Employment	21, 26	F	If calculated FTE is zero, RegularSalary must be zero.	The staff member's calculated FTE is 0, therefore RegularSalary must be 0.	RegularSalary must be 0

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# Changes are highlighted in yellow WDE provided fields are in blue

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121	ExtraSalaryReason	2	NB, ON, RI, EA, SO, HA, LG, MY, DP, TE, UL, YH, AS, PF and XD	NB - National Board Certified Teacher (NBCT) pay ON - Other National Certification pay (national board related pay for any employee type, excluding NBCT pay) RI - Rural Inconvenience (Isolation) Pay or Fuel Stipend EA - Equipment Allowance (Car, Phone, Tools, etc) SO - Sign On Bonus HA - Housing Allowance LG - Retention Bonus / Longevity Pay MY - Mid-Year Salary Schedule Step Increase DP - Differential Pay (working condition related - e.g. overnight shift, hazard pay) TE - Education Incentive UL - Unused Annual Leave or Sick Pay YH - Holiday / Year End Bonus AS - Additional Pay for Individual Who No Longer Fits on the Salary Schedule PF - Performance Bonus XD - Extra Duty - NOT usable with the "Additional Pay" assignment code, rather, for use only with actual-duty assignments (all assignment codes other than the code for "Additional Pay").
143	Salary	6,2	Derived assignment salary	Calculated field
114	EmployeeClass	20	Derived employee class (based on assignment code and teacher type)	Calculated field
115	AssignmentFTE	1,2	Derived assignment FTE	Calculated field

**WDE602 - WISE Spring School District Staff Experience File Data Elements**

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
201	DistrictID	7	A valid 7-digit district ID	The WDE 7-digit district ID for the staff member
202	WISEStaffID	7	Must conform to the rules for valid WISE Staff IDs.	The WDE 7-digit state assigned staff record identifier

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# WDE602 Data Elements –Salary Schedule Examples

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**WDE-602 Staff Schedule Header Example**

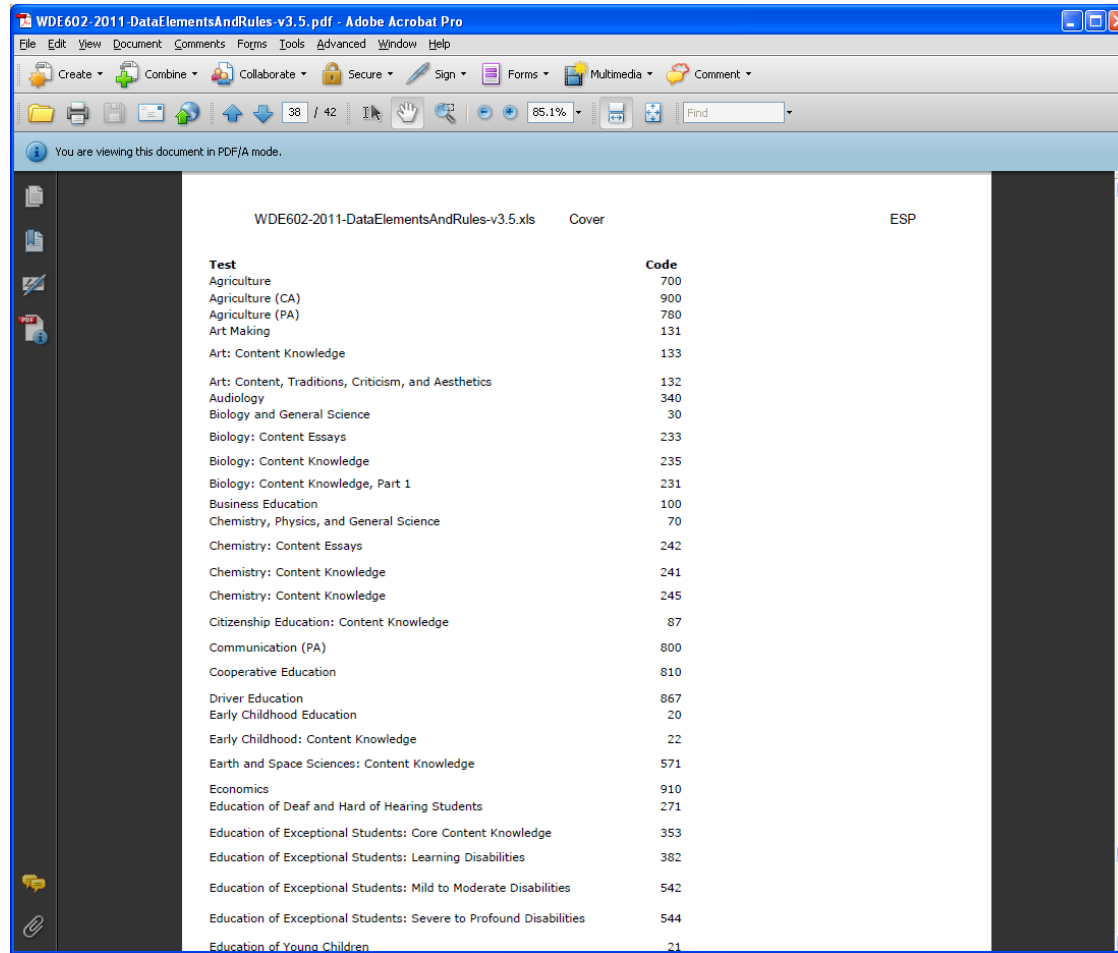
DistrictID	ScheduleID	ScheduleName	ScheduleDays
1101000	1	Teacher Schedule	250

**WDE-602 Staff Salary Schedule Example**

DistrictID	ScheduleID	Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	DR
1101000		1	40808.00	41319.00	41830.00	42341.00	45917.00	46428.00	46939.00	47960.00	48982.00	51026.00
1101000		2	41319.00	41830.00	42341.00	42852.00	46428.00	47450.00	47960.00	48982.00	50004.00	52047.00
1101000		3	41830.00	42341.00	42852.00	43873.00	47450.00	48471.00	48982.00	50004.00	51026.00	53069.00
1101000		4	42341.00	42852.00	43873.00	44895.00	48471.00	49493.00	50004.00	51026.00	52047.00	54091.00
1101000		5	42852.00	43873.00	44895.00	45917.00	49493.00	50515.00	51026.00	52047.00	53069.00	55113.00
1101000		6	43363.00	44895.00	45917.00	46939.00	50515.00	51537.00	52047.00	53069.00	54091.00	56134.00
1101000		7	43873.00	45917.00	46939.00	47960.00	51537.00	52558.00	53069.00	54091.00	55113.00	57156.00
1101000		8	44384.00	46939.00	47960.00	48982.00	52558.00	53580.00	54091.00	55113.00	56134.00	58178.00
1101000		9	44895.00	47960.00	48982.00	50004.00	53580.00	54602.00	55113.00	56134.00	57156.00	59200.00
1101000		10		48982.00	50004.00	51026.00	54602.00	55623.00	56134.00	57156.00	58178.00	60221.00
1101000		11			51026.00	52047.00	55623.00	56645.00	57156.00	58178.00	59200.00	61243.00
1101000		12			52047.00	53069.00	56645.00	57667.00	58178.00	59200.00	60221.00	62265.00
1101000		13				54091.00	57667.00	58689.00	59200.00	60221.00	61243.00	63287.00
1101000		14					58689.00	59710.00	60221.00	61243.00	62265.00	64308.00
1101000		15						60732.00	61243.00	62265.00	63287.00	65330.00
1101000		16							62265.00	63287.00	64308.00	66352.00
1101000		17							63287.00	64308.00	65330.00	67373.00
1101000		18								65330.00	66352.00	68395.00
1101000		19									67373.00	69417.00
1101000		20										70439.00

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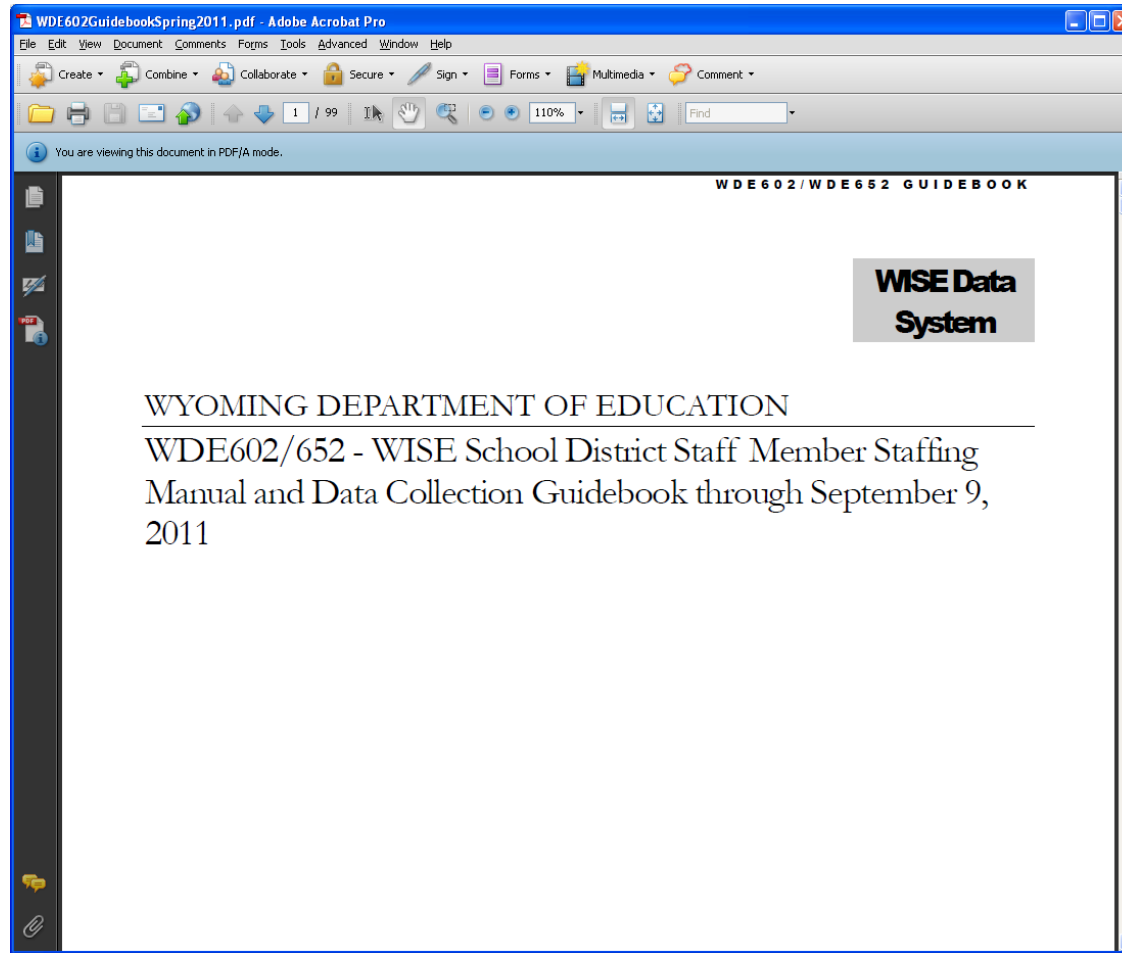
# WDE602 Data Elements – Praxis II Content Area Codes



WDE602-2011-DataElementsAndRules-v3.5.xls      Cover      ESP

Test	Code
Agriculture	700
Agriculture (CA)	900
Agriculture (PA)	780
Art Making	131
Art: Content Knowledge	133
Art: Content, Traditions, Criticism, and Aesthetics	132
Audiology	340
Biology and General Science	30
Biology: Content Essays	233
Biology: Content Knowledge	235
Biology: Content Knowledge, Part 1	231
Business Education	100
Chemistry, Physics, and General Science	70
Chemistry: Content Essays	242
Chemistry: Content Knowledge	241
Chemistry: Content Knowledge	245
Citizenship Education: Content Knowledge	87
Communication (PA)	800
Cooperative Education	810
Driver Education	867
Early Childhood Education	20
Early Childhood: Content Knowledge	22
Earth and Space Sciences: Content Knowledge	571
Economics	910
Education of Deaf and Hard of Hearing Students	271
Education of Exceptional Students: Core Content Knowledge	353
Education of Exceptional Students: Learning Disabilities	382
Education of Exceptional Students: Mild to Moderate Disabilities	542
Education of Exceptional Students: Severe to Profound Disabilities	544
Education of Young Children	21

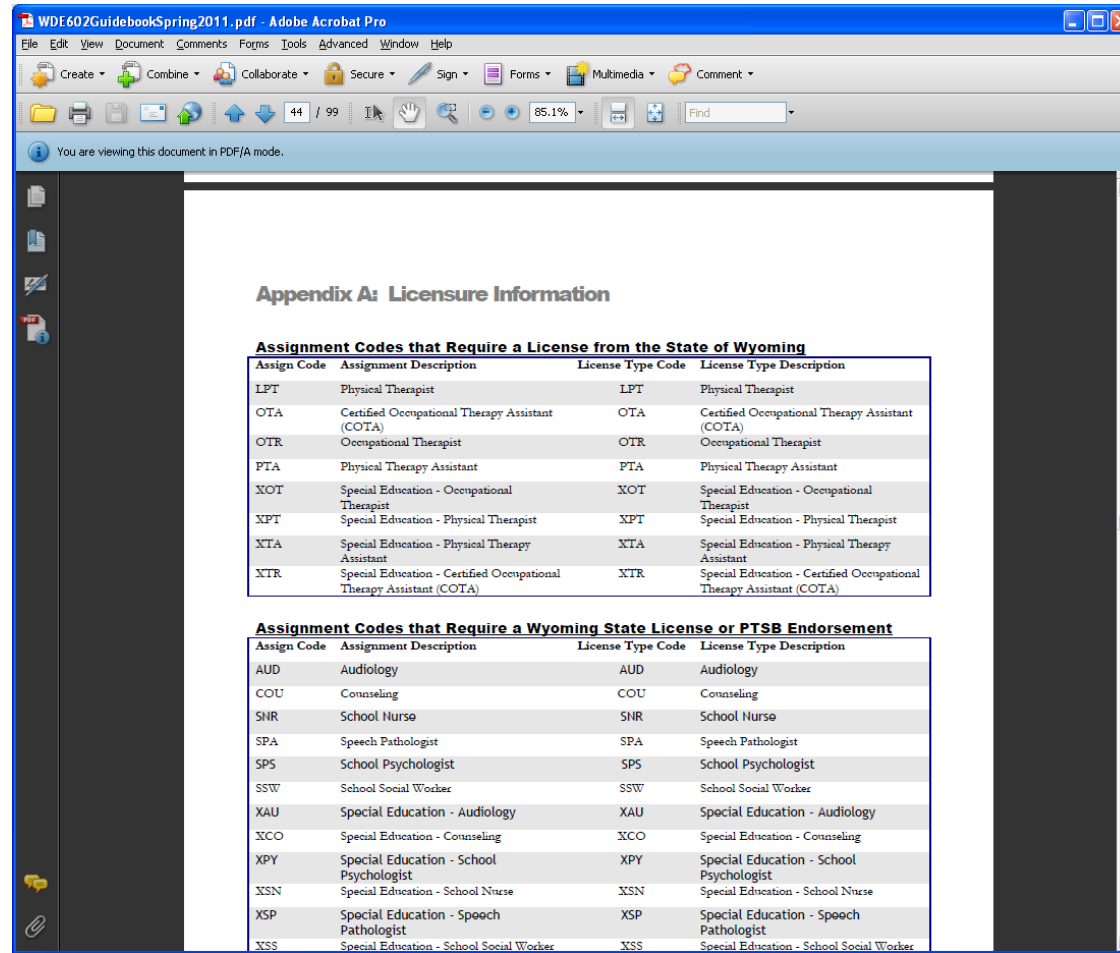
# WDE602 Guidebook



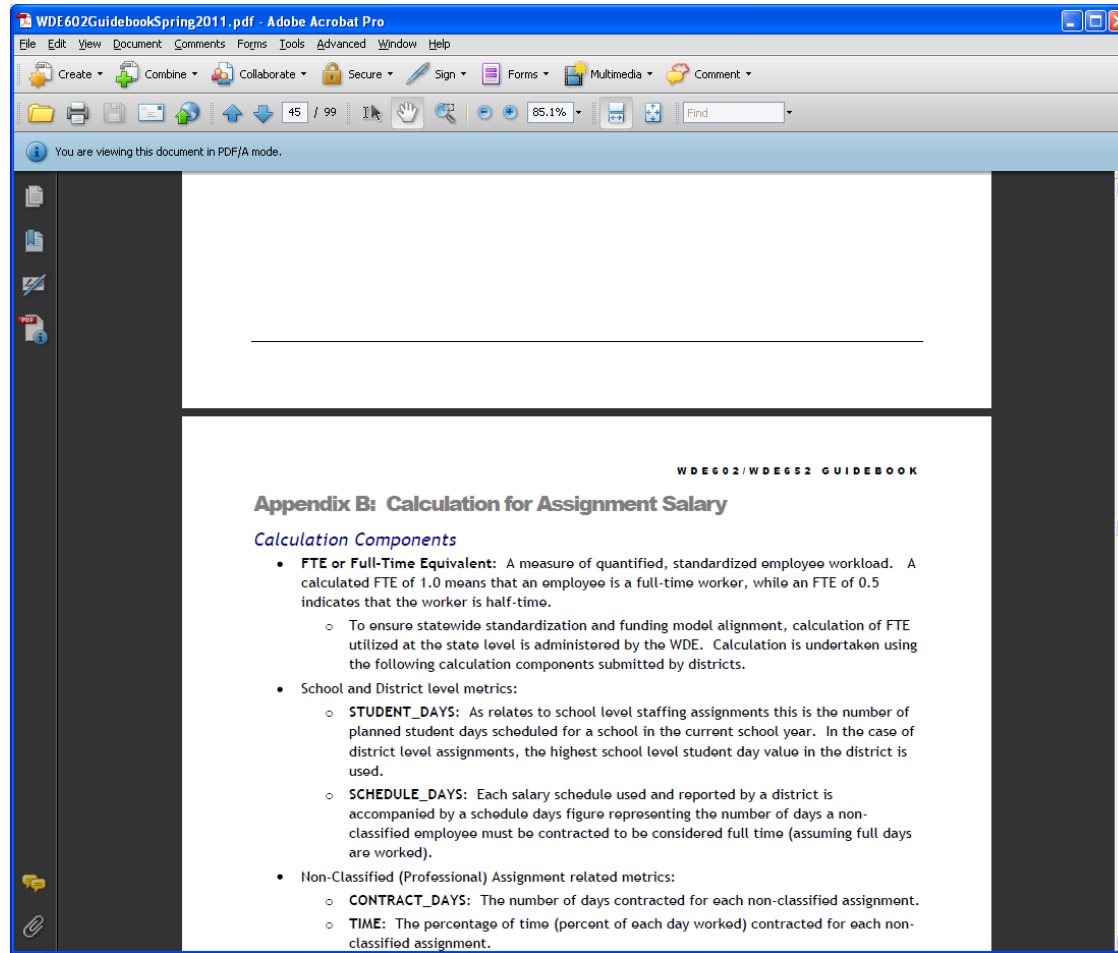
# WDE602 Guidebook

- ▶ What's New in the WDE602
- ▶ Screen Shots of How to Access the SRM through Fusion
- ▶ Definitions of all Data Elements
- ▶ Frequently Asked Questions
- ▶ WDE Contact Information

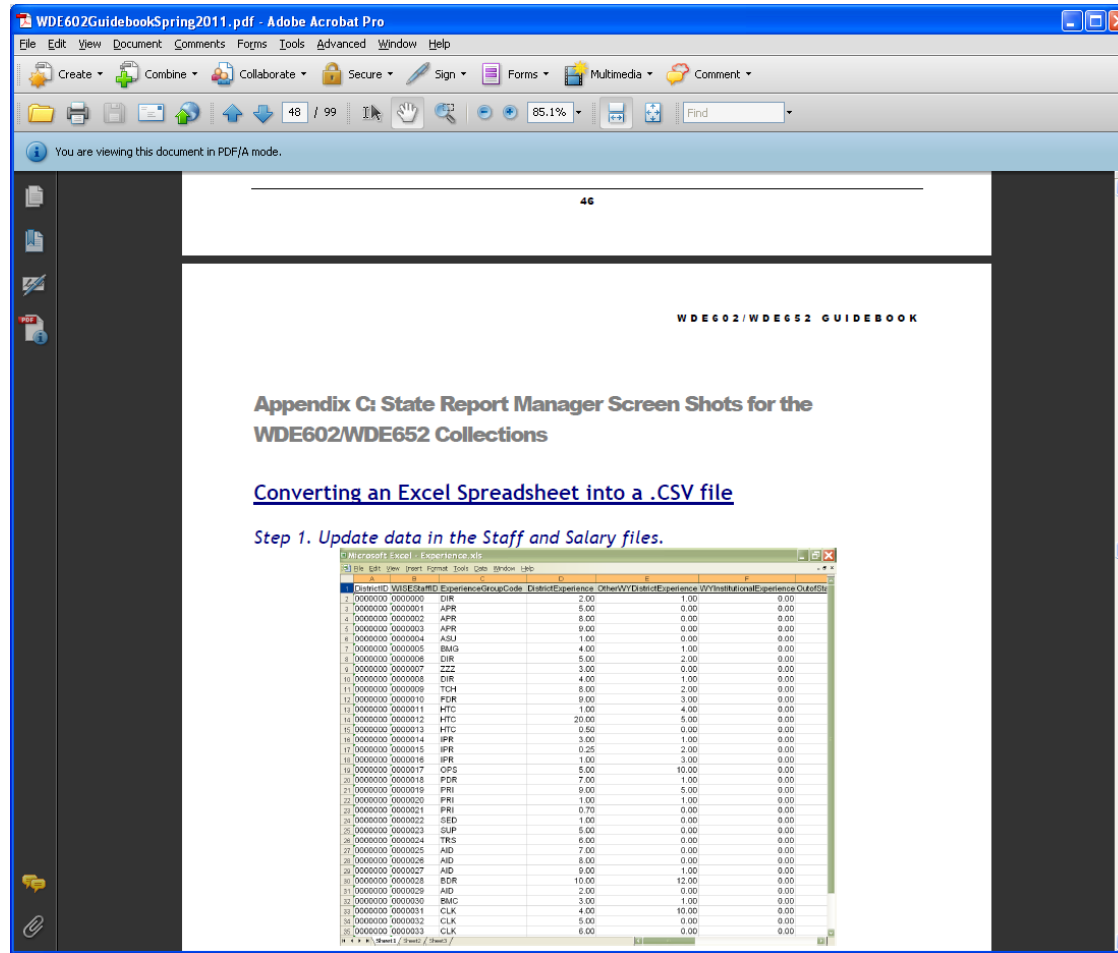
# WDE602 Guidebook – Appendix A



# WDE602 Guidebook – Appendix B



# WDE602 Guidebook – Appendix C



WDE602/WDE652 GUIDEBOOK

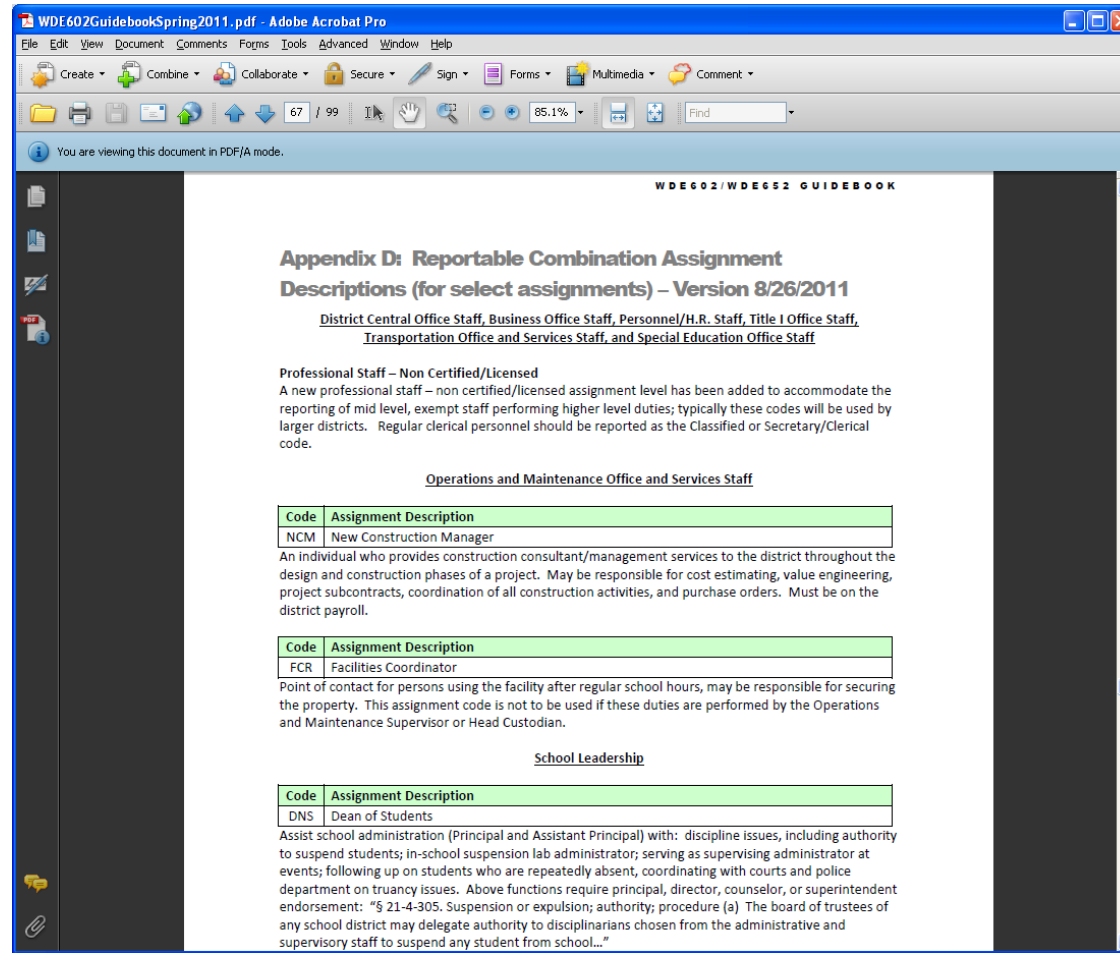
**Appendix C: State Report Manager Screen Shots for the WDE602/WDE652 Collections**

[Converting an Excel Spreadsheet into a .CSV file](#)

*Step 1. Update data in the Staff and Salary files.*

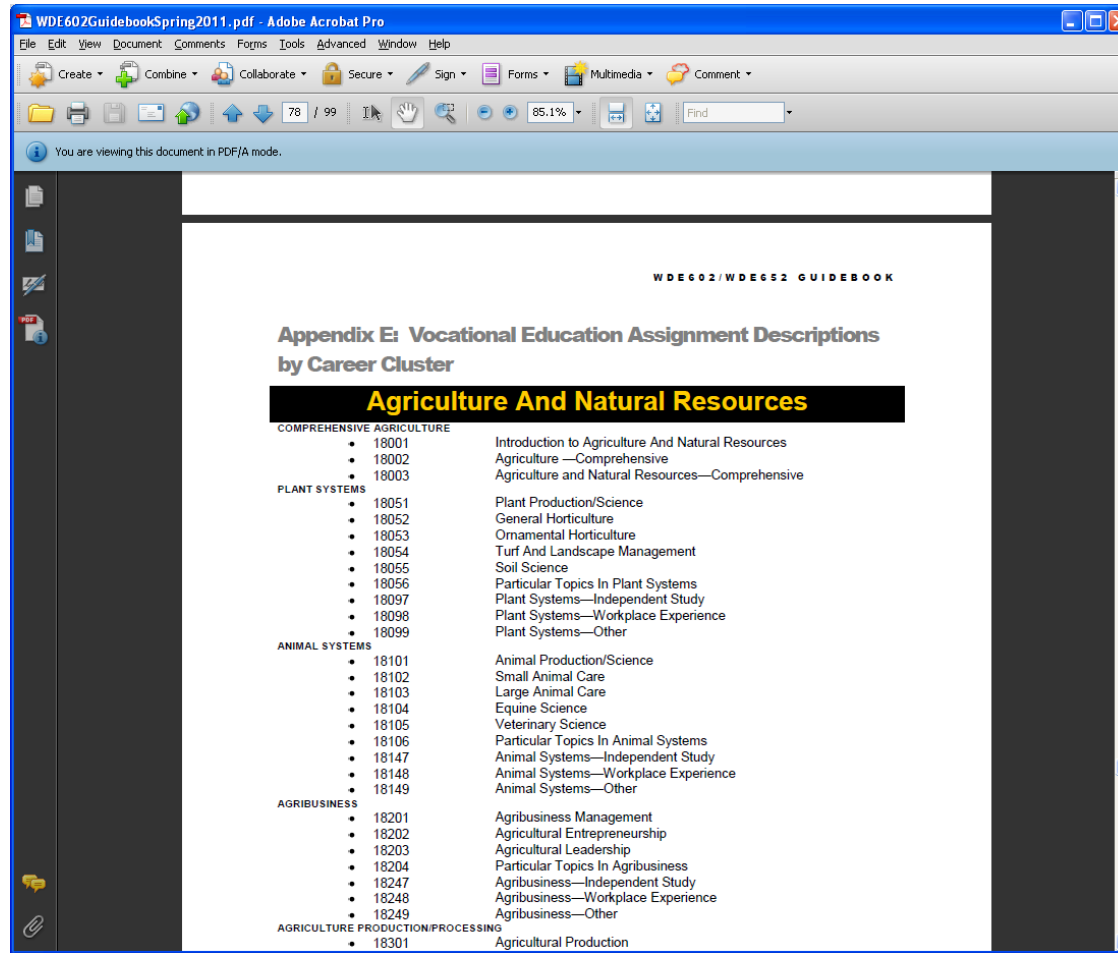
Contract	WAGE	Rate	Experience	Seniority	Other	WDE602	WDE652	WDE602/WDE652	WDE602/WDE652
00000000 00000000	DIR	2.00	1.00	0.00					
00000000 00000001	APR	5.00	0.00	0.00					
00000000 00000002	APR	8.00	0.00	0.00					
00000000 00000003	APR	9.00	0.00	0.00					
00000000 00000004	ASJ	1.00	0.00	0.00					
00000000 00000005	BMG	4.00	1.00	0.00					
00000000 00000006	DIR	5.00	2.00	0.00					
00000000 00000007	ZZZ	3.00	0.00	0.00					
00000000 00000008	DIR	4.00	1.00	0.00					
00000000 00000009	TCH	8.00	2.00	0.00					
00000000 00000010	PRR	9.00	3.00	0.00					
00000000 00000011	HTC	1.00	4.00	0.00					
00000000 00000012	HTC	20.00	5.00	0.00					
00000000 00000013	HTC	0.50	0.00	0.00					
00000000 00000014	IPR	3.00	1.00	0.00					
00000000 00000015	IPR	0.25	2.00	0.00					
00000000 00000016	IPR	1.00	3.00	0.00					
00000000 00000017	OPF	5.00	10.00	0.00					
00000000 00000018	PCR	7.00	1.00	0.00					
00000000 00000019	PRR	9.00	5.00	0.00					
00000000 00000020	PRR	1.00	1.00	0.00					
00000000 00000021	PRR	0.70	0.00	0.00					
00000000 00000022	SED	1.00	0.00	0.00					
00000000 00000023	SUP	5.00	0.00	0.00					
00000000 00000024	TRS	6.00	0.00	0.00					
00000000 00000025	AID	7.00	0.00	0.00					
00000000 00000026	AID	8.00	0.00	0.00					
00000000 00000027	AID	9.00	1.00	0.00					
00000000 00000028	BDR	10.00	12.00	0.00					
00000000 00000029	AID	2.00	0.00	0.00					
00000000 00000030	BMG	3.00	1.00	0.00					
00000000 00000031	CLK	4.00	10.00	0.00					
00000000 00000032	CLK	5.00	0.00	0.00					
00000000 00000033	CLK	6.00	0.00	0.00					

# WDE602 Guidebook – Appendix D





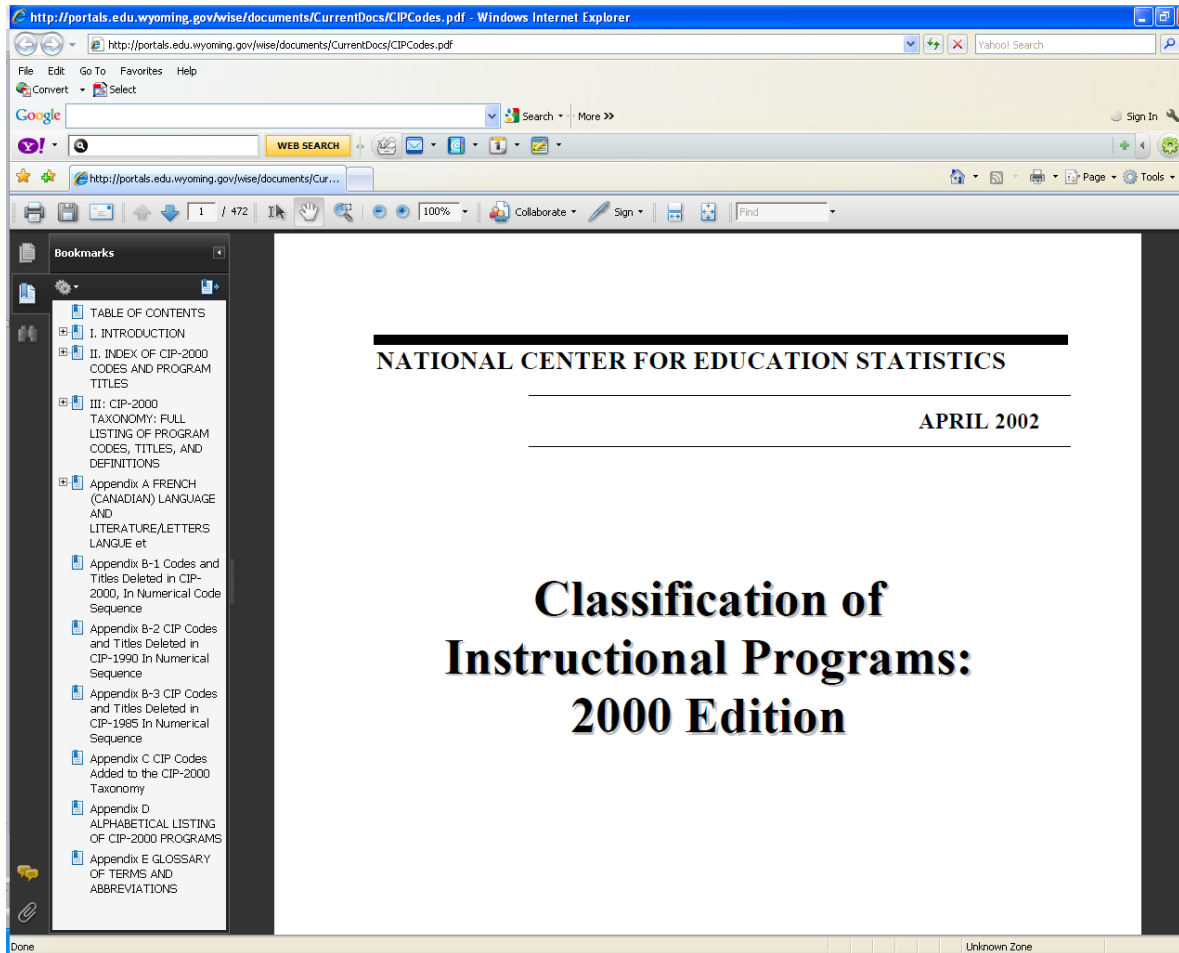
# WDE602 Guidebook – Appendix E



# CIP Codes

- ▶ CIP Codes (Classification of Instructional Programs)
  - A taxonomic coding scheme for post secondary degree completions first published in 1980
  - Used for:
    - Bachelor Degree Minor 1 & 2
    - Bachelor Degree Major 1 & 2
    - Masters Degree 1 & 2
    - Doctorate Degree 1 & 2

# CIP Codes



CIP Codes are 2 digits  
followed by a period,  
followed by four digits

# CIP Codes

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**Bookmarks**

- TABLE OF CONTENTS
- I. INTRODUCTION
- II. INDEX OF CIP-2000 CODES AND PROGRAM TITLES
- III: CIP-2000 TAXONOMY: FULL LISTING OF PROGRAM CODES, TITLES, AND DEFINITIONS
- Appendix A FRENCH (CANADIAN) LANGUAGE AND LITERATURE/LETTERS LANGUAGE et
- Appendix B-1 Codes and Titles Deleted in CIP-2000, In Numerical Code Sequence
- Appendix B-2 CIP Codes and Titles Deleted in CIP-1990 In Numerical Sequence
- Appendix B-3 CIP Codes and Titles Deleted in CIP-1985 In Numerical Sequence
- Appendix C CIP Codes Added to the CIP-2000 Taxonomy
- Appendix D ALPHABETICAL LISTING OF CIP-2000 PROGRAMS
- Appendix E GLOSSARY OF TERMS AND ABBREVIATIONS

**II. INDEX OF CIP-2000 CODES AND PROGRAM TITLES**

**13. EDUCATION**

**13.01 Education, General**  
13.0101 Education, General

**13.02 Bilingual, Multilingual, and Multicultural Education**  
13.0201 Bilingual and Multilingual Education  
13.0202 Multicultural Education (NEW)  
13.0203 Indian/Native American Education (NEW)  
13.0299 Bilingual, Multilingual, and Multicultural Education, Other (NEW)

**13.03 Curriculum and Instruction**  
13.0301 Curriculum and Instruction

**13.04 Educational Administration and Supervision**  
13.0401 Educational Leadership and Administration, General  
13.0402 Administration of Special Education  
13.0403 Adult and Continuing Education Administration  
13.0404 Educational, Instructional, and Curriculum Supervision  
13.0406 Higher Education/Higher Education Administration  
13.0407 Community College Education  
13.0408 Elementary and Middle School Administration/Principalship (NEW)  
13.0409 Secondary School Administration/Principalship (NEW)  
13.0410 Urban Education and Leadership (NEW)  
13.0411 Superintendency and Educational System Administration (NEW)  
13.0499 Educational Administration and Supervision, Other

**13.05 Educational/Instructional Media Design**  
13.0501 Educational/Instructional Media Design

**13.06 Educational Assessment, Evaluation, and Research**  
13.0601 Educational Evaluation and Research  
13.0603 Educational Statistics and Research Methods

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# OPE ID Codes

- ▶ OPE ID Codes are identification numbers used by the USED Office of Post Secondary Education
- ▶ Institutions with OPE IDs participate in Federal Student Financial Assistance Programs

# OPE ID Codes

- ▶ OPE ID Codes are 6 –8 alphanumeric characters and are used in the Education File for:
  - BachelorDegreeInstitution1
  - Bachelor Degree Insitution2
  - PreparationProgramInstitution
  - MasterDegreeInstitution1
  - MasterDegreeInstitution2
  - DoctorateDegreeInsitution

# OPE ID Codes

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392400	UNIV WISCONSIN STEVENS PT	STEVENS PT	WI	54481	4
392500	UNIV WISCONSIN SUPERIOR	SUPERIOR	WI	54880	4
392600	UNIV WISCONSIN WHITEWATER	WHITEWATER	WI	53190	4
392800	CASPER COLLEGE	CASPER	WY	82601	2
392900	EASTERN WYOMING COLLEGE	TORRINGTON	WY	82240	2
393000	SHERIDAN COLLEGE	SHERIDAN	WY	82801	2
393100	NORTHWEST COLLEGE	POWELL	WY	82435	2
393200	UNIV WYOMING	LARAMIE	WY	82071	4
393300	WESTRN WYOMING CMTY COLLE	ROCK SPGS	WY	82901	2
393500	UNIV GUAM	MANGILAO	GU	96923	4
393600	PONTIFICAL CATHOLIC UNIV	PONCE	PR	731	4
393700	UNIV SAGRADO CORAZON	SAN JUAN	PR	914	4

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# Additional Guidance for Reporting the WDE 602

Presented on September 13, 2011

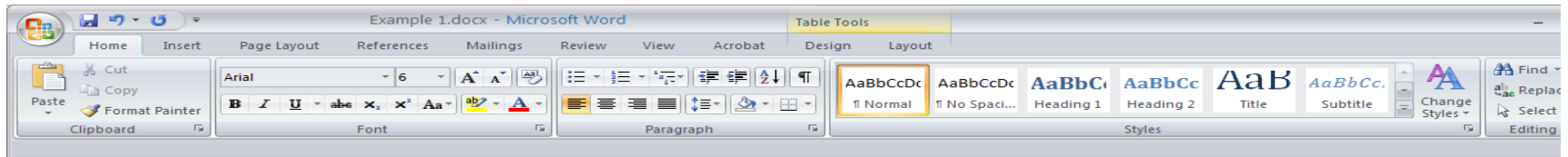
Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •  
<http://edu.wyoming.gov/>





# Positions that are paid for with both more than one funding type must be broken down into more than one assignment.



- A) This employee works as an Instructional Facilitator for two schools within a district and is paid 60 percent with Federal funds and 40 percent state funds. She was reported with a base salary in the employment file of 61,600. She receives two separate INF assignment entrees for each school. One reporting her as Y (Yes) for the position being paid for with federal funds and one reporting her as N (No). Business rules will be created to make sure the ASSIGNMENT\_SALARY amounts listed total the BASE\_SALARY reported in the Employment File.

STAFF_ID	ASSIGNMENT_CODE	TEACHER_TYPE	SCHOOL_ID	LOW_GRADE	HIGH_GRADE	CONTRACT_DAYS	TIME	ANNUAL_HOURS	HOLIDAY_HOURS	FUNDING_TYPE	REGULAR_OR_EXTRA_SALARY	ASSIGNMENT_SALARY	EXTRA_SALARY_REASON
1012126	INF		1201001	KG	04	175	30.00			S	R	15,480	
1012126	INF		1201050	05	08	175	30.00			S	R	15,480	
1012126	INF		1201001	KG	04	175	20.00			O	R	12,320	
1012126	INF		1201050	05	08	175	20.00			O	R	12,320	

Note: Assignment Salary field will be populated by the WDE after submission in the SRM because all four of this person's assignments have the same experience code.

# Additional Guidance cont.

- ▶ Note: Districts will need to work with their Business Managers to set up a process to obtain funding source by employee and assignment.
  - Payroll system
  - Budget worksheets
  - Custom Report

# Example 2

Example 2.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Face, Font Size, Paragraph, Styles

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Change Styles, Find, Replace, Select, Editing

B) The following is person splits their regular contract between three positions (math teacher, title I math teacher and Computer Technology Coordinator) with an extra salary assignments that include teaching math during his/her prep time, a (TE) Education Incentive, assistant football coach and advising FBLA. Note: Extra salary assignments do not report contract days, time, annual hours or holiday hours. The ASSIGNMENT\_SALARIES will be cross referenced with the BASE\_SALARY and TOTAL\_EXTRA\_SALARY reported in the Employment File.

STAFF_ID	ASSIGNMENT_CODE	TEACHER_TYPE	SCHOOL_ID	LOW_GRADE	HIGH_GRADE	CONTRACT_DAYS	TIME	ANNUAL_HOURS	HOLIDAY_HOURS	FUNDING_TYPE	REGULAR_OR_EXTRA_SALARY	ASSIGNMENT_SALARY	EXTRA_SALARY_REASON
1234567	MTH	TR	1101055	10	12	185	70.00			S	R	36,000	
1234567	CIM	TR	1101055	10	12	185	20.00			F	R	10,000	
1234567	COM		1101000	KIG	12	185	10.00			S	R	6,000	
1234567	AFB		1101055	10	12					S	E	4000.00	XD
1234567	ADV		1101055	10	12					S	E	2800.00	XD
1234567	EPY		1101000	10	12					O	E	2000.00	NB
1234567	MTH	TR	1101055	10	12					S	E	7625.00	XD

Page: 1 of 1 Words: 159 100%

# Frequently Asked Questions (FAQ) WDE 602

Presented on September 13, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •  
<http://edu.wyoming.gov/>



# Content File FAQs

- ▶ Q: Should I submit Assignment, Experience and Education records for my separated staff members or delete them before submitting my data?
- ▶ A: Assignment, Experience and Education records should be submitted for all separated staff members in the WDE602 unless they did not earn any income in the current fiscal year. (July 1, 2011 – June 30, 2012.)

# Employment File FAQ

- ▶ Employment file is authoritative data source for the first and last names
  - Make all name changes within the Employment file.
  - Changes made outside of the Employment file will not be stored at WDE.

Helpful  
Hint

# Employment File FAQ

- ▶ Fields that are Cross Referenced with the State Registration System (SRS) Staff Administration
  - First Name (Employment File)
  - Last Name (Employment File)
  - Date of Birth
  - Gender
  - WISE Staff ID

Contact your district's Fusion Administrator for Assistance with Updating Staff in the SRS.

# Employment File FAQs

- ▶ Districts need to make sure that all degrees can be verified by the Department of Audit
- ▶ If an employee earns a new degree make sure to update the Degree field in the Employment file as well as their Education file if they are a teacher, tutor, instructional facilitator, principal, assistant principal or interim principal.



# Employment FAQ

- ▶ If the staff member is on a salary schedule, then the ScheduleID, RowNumber, and ColumnNumber must all be provided.

Helpful  
Hint

# Employment (cont.)

- ▶ Regular salary is the amount a person was actually paid for their contracted position.
- ▶ Regular salary does not include any extra salaries (e.g. coaching, bonuses etc.)

# Employment FAQ

- ▶ Race and Ethnicity are reported with Y (Yes) N (No) fields
- ▶ If Y is selected for HispanicEthnicity then Y must also be selected for at least one of the 5 races.
- ▶ Can select Y for multiple races

# Assignment File FAQ

- ▶ All assignment codes have three letters except the Elementary Teacher Assignment Code
  - EL0 has a zero at the end – not an 'Oh'

Helpful  
Hint

# Assignment File FAQ

- ▶ If a staff member is assigned to multiple schools, then there must be a separate assignment for each school ID.

Helpful  
Hint

# Assignment File FAQ

- ▶ If E is reported in the RegularOrExtraSalary field then time or annual hours must be blank.

Helpful  
Hint

# Education File FAQs

- ▶ Q: How do I report an employee who received two Bachelor Degrees Simultaneously?
- ▶ A: Report duplicate fields for Bachelor Degree Institution 1 & 2, Bachelor Degree Cumulative GPA 1 & 2, Bachelor Degree Major GPA 1 & 2, and Bachelor Degree Year 1 & 2

# Education File FAQs

- ▶ Q: What is the difference between Cumulative GPA and Major GPA?
- ▶ A: Cumulative GPA is the GPA earned for all course work whether it was in the major field of study or not. Major GPA is the GPA for coursework in the major field of study only. These two elements were included because several institutions report both cumulative and major GPAs on their transcripts. If Major GPA is not included on the transcript you may leave this field blank.



# Education File FAQs

- ▶ Q: What do I do if the transcript does not have a GPA?
- ▶ A: It was common for post-secondary schools to not list GPAs on transcripts prior to the mid 1960's. If you receive a transcript without a GPA enter 0.00 so the WDE knows the field was not skipped.

# Education File FAQs

- ▶ Q: What does the term “Option” mean on a transcript?
- ▶ A: A post secondary institution may offer concentrated study within a major. Options typically require less hours of study than a Minor and do NOT need to be reported on the WDE602/WDE652 Education File.

# Education File FAQs

- ▶ Q: What do I do if I can not find a post-secondary OPEID code on the handout on the WISE web site.
- ▶ A: Google the Institution (e.g. University of Wyoming, Laramie, Wyoming OPEID Code).

# Education File FAQs

- ▶ Q: How do I report an OPEID if an Institution has closed?
- ▶ A: If an Institution has closed report the OPEID for the school that has taken over their transcripts. Wikipedia is an excellent source for this information. In the case of Yankton College they created a foundation that houses it's own transcripts and therefore have no OPEID. For Institutions with No ID use code 88888888 (Unknown-No Code).

# Education File FAQs

- ▶ Q: How do I report OPEIDs for Foreign
- ▶ Post-Secondary Institutions that are not on the OPEID list?
- ▶ A: Use OPEID code 77777777 for Foreign Institution.

# Education File FAQs

- ▶ Q: What is the Preparation Degree Institution?
- ▶ A: The Preparation Degree Institution is the post-secondary institution where the teaching degree was earned. Report the degree with an OPEID code. If the preparation institution must be completed for anyone with a teaching certificate.

# Education File FAQs

- ▶ Q: How do I report a new vocational teacher who doesn't have a bachelors on the Education File?
- ▶ A: Just report the first four elements and leave the rest blank. (District ID, WISEStaffID, Staff First Name, StaffLast Name).

# Education File FAQs

- ▶ Q: Will I report Praxis II information for all teachers, tutors, principals, and instructional facilitators?
- ▶ A: No, only those that have taken the Praxis II exam. Districts have been asked to create a hiring policy that asks all new teachers, tutors, principals and instructional facilitators whether they have taken the Praxis II and if so to provide documentation.



# Education FAQ

- ▶ Currently PTSB requires Praxis II test scores for social studies and elementary endorsements.

# Education File FAQs

- ▶ Q: What if a person has more than two bachelors?
- ▶ A: Report the two degrees that are most relevant to their current district position.
- ▶ Note: This rule applies to persons with more than two masters or more than one doctorate.

# Experience FAQs

- ▶ Q: Do I need to roll the experience forward?
- ▶ A: No. The experience should not be changed for any staff member unless they are a new hire or have had a change of assignment during the year that would change their experience group code.

# Experience File FAQ

- ▶ A majority of the audit finds are caused by errors in reporting experience.
- ▶ If you have a person who changes positions and they have a new experience group code their years of experience will change.
- ▶ For example if a person teaches for 12 years and becomes a principal their experience group changes from TCH to PRI and their years of experience changes from 12 to 0

# Experience File FAQs

- ▶ Q: Do I need to list experience for previous assignments that a staff member is not currently performing?
- ▶ A: No. You only need to report all of the experience for the current assignments.  
e.g. If a staff member was a teacher for 10 years and then a principal for 5 years and is current assignment is principal, report only his principal experience as 5.

# Experience File FAQs

Reportable Combinations 2010 March 9 [Compatibility Mode] - Microsoft Excel

WDE602/652 2009-10 Reportable Combinations: Assignment / Teacher Type / License Type / Experience - Revised 3/9/2010									
ASSIGNMENT CODE	ASSIGNMENT DESCRIPTION	TEACHER TYPE	LICENSE TYPE	EXPERIENCE GROUP CODE	EXPERIENCE GROUP DESCRIPTION	ORGANIZATION LEVEL	EXPERIENCE LEVEL	TEACHER TYPE	LICENSE TYPE
<b>TEACHER TYPE note:</b> "Teacher of Record" teaches content in a classroom setting and assigns grades and/or credit TR = Teacher of Record NT = Teacher, Not of Record Where required				<b>ORGANIZATION LEVEL note:</b> do not report - for your information only. D = District Level S = School Level T = Teacher					
<b>Administration</b>									
	Superintendent				Superintendent/Assistant Superintendent	D			
	Assistant Superintendent				Superintendent/Assistant Superintendent	D			
	Business Manager				Business Manager	D			
	Director - Supervisory				Director	D			
	Assistant Director - Supervisory				Director	D			
	Director/Assistant Director - Non-Supervisory				Director	D			
	Curriculum Coordinator - Supervisory				Director	D, S			
	Curriculum Coordinator - Non-Supervisory				Director	D, S			
	Personnel Director				Personnel Director	D			
	Special Education Director				Special Education Director	D			
	Title I Coordinator				Title I Coordinator	D			
	Consolidated Grants Manager				Consolidated Grants Manager	D			
	Community Support Specialist				Community Support Specialist	D			
	D/C Department Chair				D/C Department Chair	D, S			
	PRI Principal				PRI Principal/Assistant Principal	S			
	APR Assistant Principal				PRI Principal/Assistant Principal	S			
	IPR Intern - Principal				IPR Principal Intern	S			
<b>Aide - Instructional and Student Support</b>									
AID	Aide - Instructional and Student Support			AID	Aide - Instructional and Student Support	S			
AIN	Playground/Non-Instructional Aide			AID	Aide - Instructional and Student Support	S			
BLA	Bilingual Aide			AID	Aide - Instructional and Student Support	S			
LMA	Aides, Library/Media (include Audio/Visual Support)			AID	Aide - Instructional and Student Support	S			
SEA	Special Education Aide			AID	Aide - Instructional and Student Support	S			
TIA	Title I Aide			AID	Aide - Instructional and Student Support	S			
VEA	Vocational Education Aide			AID	Aide - Instructional and Student Support	S			
RSA	Special Education - Related Services Aide			AID	Aide - Instructional and Student Support	S			
				RSA	Related Services Aide	S			
<b>Classified - Computer / Tech; Food Service; Transportation; Operations and Maintenance</b>									
COM	Computer/Tech Coordinator			COM	Computer/Tech Coordinator	D			
CNT	Computer/Network Technician			CNT	Computer/Network Technician	D, S			
FDR	Food Service Director			FDR	Food Service Director	D			
FDS	Cooks and Servers			FDS	Cooks and Servers	S			
FHC	Food Service Manager/Head Cook			FHC	Food Service Manager/Head Cook	S			
TRS	Transportation Supervisor			TRS	Transportation Supervisor	D			
TRM	Transportation Maintenance Worker			TRM	Transportation Maintenance Worker	D, S			
TPA	Transportation Aide			TPA	Transportation Aide	D, S			

# Experience File FAQs

- ▶ Only report experience from K–12 private schools and institutions that are accredited by an organization recognized by the United States Education Department (USED).
  - [http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html#NationallyRecognized](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html#NationallyRecognized)

# Experience File FAQs

- ▶ Don't forget to report allowed WYNonPublicSchoolProfessional and OutofStateNonPublicSchoolProfessional years of experience for all persons with assignments in Appendix A of the Guidebook.
- ▶ For Example: Physical Therapists, School Nurses, Counselors, Psychologist, Social Workers.



# Experience File FAQs

- ▶ If the Department of Audit finds errors in your district's experience it is the district's responsibility to update the next WDE602/652 Experience File.
- ▶ If you would like to have previous year WDE602/WDE602 corrected please email a request to Susan Williams [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov)



# Experience File

- ▶ Errors in staffing data such as Experience, Contract Days and Time, or Annual Hours and Holiday Hours can result in findings by the Department of Audit and the possibility that districts will have to repay funds to the State.

# Note on Experience

- ▶ Only experience obtained prior to the start of the 2011–12 school year can be reported on the WDE602

Helpful  
Hint

# State Report Manager Data Submission WDE602

Presented on September 13, 2011

Wyoming Department of Education

Hathaway Building, Second Floor • 2300 Capitol Avenue • Cheyenne, WY 82002 •  
<http://edu.wyoming.gov/>



# Submission

- ▶ WDE602 Can be Submitted
  - Directly through the SRM
  - By logging into Fusion

# Login to SRM

- ▶ WISE Coordinator has
  - Correct URL for login
  - Username
  - Password
- ▶ Coordination is important
  - Work with your WISE Coordinator and to submit data

# Download Procedures

In the Fall WDE602 files will first need to be preloaded by clicking on the Run a Trial button.

And then clicking preload

This will only need to be done the first time entering the SRM. Preloading data will pull all updated education and experience files into the SRM system so the files may be downloaded and updated.

# Download Procedures

- ▶ Instead of preloading the WDE602 Spring data districts also have the option of taking their last submitted WDE602 files and saving them under 2011 WDE602 and then making their updates.



# Download Procedures

1. Click download button
2. Click open button
3. Copy all three (4) files
4. Paste all three (4) files into a folder on your computer

Helpful  
Hints

# Update Downloaded Files

- ▶ Do you have new employees?
  - Be sure to add each new employee to Staff/Employment, Assignment, Experience and Education. (Note: Education files not required for classified positions).

# Update Downloaded Files

- ▶ Do you have employees who have separated from the district?
- ▶ Did any staff members change positions?

# Overwrite Problems

## ▶ Problem

- Potential for data to be overwritten

## ▶ Example

1. Jill downloads all data files
2. Bob edits Experience file online
3. Jill edits Experience file offline
4. Jill upload's her edits after Bob finishes

## ▶ Jill's file will overwrite Bob's edits

## ▶ Solution

- School district personnel must coordinate & devise a plan that will avoid overwriting each other's data

Helpful  
Hints

# Check for Errors

- ▶ Warnings
  - Possible data entry error
  - Data can be sent to WDE with warnings
- ▶ Errors
  - Fatal error
  - Data will only be sent to WDE if errors are corrected



Albany County School District #1



Logout: Ann-Marie Trujillo

Need Help?

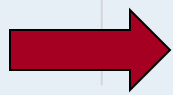
Home > Trials for WDE-652 WISE Spring 2008 School District Staff Member Collection

New Trial

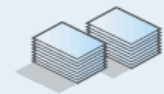
Latest Trial

Generated: 04-16-2008 10:35am

Save Download Revalidate Send to WDE Delete



Errors (273)  
Warnings (91)



Records (3039)

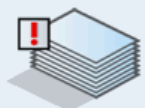


Reports

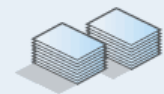
Saved Trial: 2007-08 WDE652 Data

Generated: 04-14-2008 3:37pm  
Description: Certified WDE652 Trial

Save Download Revalidate Send to WDE Delete



Errors (273)  
Warnings (91)



Records (3039)



Reports

Submitted Trial: This state report has not yet been sent to WDE.

# Typical Submission Errors

- ▶ Element names are spelled incorrectly
  - Spelling is important
- ▶ Elements are placed out of order
  - Order is important
- ▶ Excel spreadsheet is uploaded
  - .CSV file should be uploaded

SRM: Latest Trial - Windows Internet Explorer

https://casperapp.k12.wy.us:8443/srm/protected/trialIndex.do?trialId=1436

File Edit View Favorites Tools Help

SRM: Latest Trial

Albany County School District #1

ESP Solutions Group  
State Report Manager™

Logout: Ann-Marie Trujillo

Home > WDE-652 WISE Spring 2008 School District Staff Member Collection > Latest Trial

Generated 04-16-2008 10:35am.

Records	Violations	Reports
<a href="#">StaffAssignments</a> 1353	Error 2 <a href="#">Too many problems for a rule (rule TooManyProblemsForRule)</a>	<a href="#">Violations Summary (MS Excel)</a>
<a href="#">StaffEmployments</a> 908	Error 1 <a href="#">No Principal reported for school (rule R4501)</a>	<a href="#">Assignments: All Staff (PDF)</a>
<a href="#">StaffExperiences</a> 778	Error 100+ <a href="#">No assignment for staff member at base school (rule R4705)</a>	<a href="#">Assignments: Classified Staff (PDF)</a>
	Error 57 <a href="#">Staff assignment record does not have a corresponding staff experience record (rule R4713)</a>	<a href="#">Assignments: Professional Staff (PDF)</a>
	Error 13 <a href="#">Experience should not be reported for the staff assignment (rule R4714)</a>	<a href="#">Experience: All Staff (PDF)</a>
	Error 100+ <a href="#">SeparationDate is on or before 10/01/2007 (rule R4903)</a>	<a href="#">FTE: All Staff (PDF)</a>
	Warning 87 <a href="#">Value must be between \$7,000 and \$150,000 (rule R4209)</a>	<a href="#">Separated Staff Members (PDF)</a>
	Warning 1 <a href="#">Calculated FTE is not valid (rule R4210)</a>	
	Warning 3 <a href="#">The age of the staff member falls outside the expected bounds. (rule R4700)</a>	

When contacting WDE with questions, please reference the rule number (i.e. R4705).





Logout: Ann-Marie Trujillo

[Need Help?](#)

[Home](#) > [WDE-652 WISE Spring 2008 School District Staff Member Collection](#) > [Latest Trial](#) > **StaffEmployments violating R4705**

Show: **StaffEmployments Violating R4705** 

**Rule R4705:** No assignment for staff member at base school

No assignment for staff member at base school

Showing 1-2 of 2

Page 1 of 1 Go

Rows per page: 10

Hide Search Fields or to search, enter text in one or more fields and press Enter. Wildcards (\*) are allowed.

Search:



<input type="checkbox"/>	Violations	WISEStaffID ▲	StaffLastName	StaffFirstName	BaseSchoolID	FTE	TotalSalary
<input type="checkbox"/>	<a href="#">View</a>	2	Hidden for confidentiality				
<input type="checkbox"/>	<a href="#">View</a>	2					

Delete selected records

# How to Fix Errors

- ▶ Make necessary corrections in .CSV files
- ▶ Upload all four files
- ▶ Check for errors again
- ▶ Continue process until you have no errors

# Send to WDE

- ▶ Once all errors have been corrected, you will be able to submit your data
- ▶ How will you know when you can submit?
  - “Send to WDE” button will turn blue

[New Trial](#)**Latest Trial**

Generated: 04-16-2008 10:35am

[Save](#)[Download](#)[Revalidate](#)[Send to WDE](#)[Delete](#)[Errors \(0\)](#)  
[Warnings \(91\)](#)[Records \(3039\)](#)[Reports](#)**Saved Trial: 2007-08 WDE652 Data**

Generated: 04-14-2008 3:37pm

Description: Certified WDE652 Trial

[Save](#)[Download](#)[Revalidate](#)[Send to WDE](#)[Delete](#)[Errors \(273\)](#)  
[Warnings \(91\)](#)[Records \(3039\)](#)[Reports](#)**Submitted Trial:** This state report has not yet been sent to WDE.



[Logout](#): Ann-Marie Trujillo

[Home](#) > **Send to WDE**

**Trial Name:**

☒ I certify that this trial is accurate and can be sent to the Wyoming Department of Education. This action cannot be revoked.

**Send to WDE**

**Cancel**



# Download Submitted Data

- ▶ Download final data sent to WDE
- ▶ Keep a copy for your records

# SRM Information

- ▶ For more detailed SRM instruction refer to the WDE602 Guidebook posted on the WISE website.

# Contact Information

Presented on September 13, 2011

Wyoming Department of Education

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<http://edu.wyoming.gov/>





# WDE602 Contacts

## Data Steward

- Susan Williams
- Content and Submission questions
- 307-777-6252
- Susan.williams@wyo.gov

## WISE Project Manager

- Leslie Zimmerschied
- WISE Project questions
- 307-777-8751
- Leslie.Zimmerschied@wyo.gov

# Questions and Answers

Presented on September 13, 2011

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<http://edu.wyoming.gov/>



# Feedback

Presented on September 13, 2011

Wyoming Department of Education

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<http://edu.wyoming.gov/>



# WDE602 Feedback

- ▶ How will request for your feedback?
  - Through an online survey at <https://fusion.edu.wyoming.gov/Login/Web/Pages/Survey/Survey.aspx?Code=128850769856415486>
  - Surveys are confidential with total security through our Fusion web site.

# Thank you for attending!

Presented on September 13, 2011

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